

ANNUAL GENERAL MEETING

**Monday June 25th, 2018 at 6:30pm
West Nipissing Community Health Centre
68 Michaud Street, Sturgeon Falls**

1. Welcome
2. Appointment of a chairperson and a secretary of assembly
3. Introduction of the Board of Directors 2017-2018
4. Adoption of the agenda
5. Approval of the minutes of the June 26th, 2017 AGM
6. Report of the Chairman of the Board
7. Report : Executive Director
8. Presentation : Alzheimer Society Programs and Services
9. Financial Report : Auditor's report for 2017-2018
10. Appointment of a firm of Auditors for 2018-2019
11. Elections (nomination of the election president)
 - 11.1 Approval of nominations
 - 11.2 Election of Board members
12. Question Period
13. Adjournment
14. Refreshments



CENTRE DE SANTÉ COMMUNAUTAIRE DE NIPISSING OUEST
WEST NIPISSING COMMUNITY HEALTH CENTRE

Annual General Meeting of
June 25, 2018
Sturgeon Falls – 6:30pm

Minutes of the Annual General Meeting (AGM) of the West Nipissing Community Health Centre, held on Monday, June 25, 2018 at 6:30pm in Sturgeon Falls, at WNCHC, 68 Michaud Street

PRESENT: 20 members, employees, and members of the Board of Directors

1. **Welcome** – President Dan Roveda welcomes the participants. He thanks attendees and board members for participating in this annual meeting. Mr. Roveda stated that a public notice of the Annual General Meeting has been announced in accordance with the regulations and that the Assembly may proceed. The AGM starts at 6:30 pm. *Given the absence of English-speaking participants, the meeting will be held in French only.*

2. Appointment of a chairperson and a secretary of assembly.

It is proposed that: Dan Roveda acts as chair of the meeting.

Moved by: Lynne Gervais
Seconded by: Denis Allard

CARRIED

It is proposed that: Marie-Anne St-Amant acts as Secretary of the Assembly

Moved by: Carolle Dionne
Seconded by: Gayle Primeau

CARRIED

3. Presentation of the members of the Board of Directors 2017-2018

Chairman of the Board Dan Roveda introduces the members of the Board of Directors who are present: Jean Anawati, Lynne Gervais, Denis Allard, Carolle Dionne, Gayle Primeau and Luc Gaudreau. Cécile Piquette and Louise Gauthier could not be present for the meeting. Mr. Roveda announced that Louise Gauthier has completed her mandate on the Board of Directors.

4. Approval of the Agenda

Moved by: Denis Allard
Supported by: Gayle Primeau

THAT The agenda for the Annual General Meeting of the West Nipissing Community Health Center be adopted as presented.

CARRIED

5. Approval of the minutes of last meeting (June 26th, 2017)

Moved by: Jean Anawati
Seconded by: Carolle Dionne

THAT the minutes of the last AGM be approved as presented

CARRIED

6. Report of the President

- Mr. Roveda gives an overview of the accomplishments of 2017-2018. He mentions that one of the projects was the renovation of the gymnasium which is now completed, which will allow the expansion of community programs.
- He mentions the end of the term of Louise Gauthier, who is completing 7 years of service as a member of the WNCHC: A term of one year to replace another member, then 2 complete terms. Mr. Roveda thanks Louise and mentions that her experience in the health field was an asset for the Centre.
- He also wishes to thank Dr. Ferguson who is retiring shortly. He adds that Dr. Ferguson is highly respected in the community and will be missed.
- He also highlights the quantity and quality of work accomplished by the staff. He thanks Guy Robichaud for the excellent job, as well as the board members and the employees.

7. Executive director's report

Guy gives an overview of new things that happened in 2017-2018, mainly partnerships, and encourages people to review the annual report for more details.

The overview includes:

- Many changes resulting from the move to the permanent site at the end of 2016. The spaces in the old site limited the opportunities.
- The theme for 2017-2018 is growth. The Centre accepted new clients, reaching 81% of the target. The Centre also launched new programs throughout the year.

New partnerships include:

- The Alzheimer Society
- LHIN integrates home care coordinator in WNCHC team
- The Arthritis Society via the Telemedicine service
- Children's Aid

Guy introduces the staff members present at the meeting and acknowledges their outstanding work and expresses his appreciation for the health care professionals.

Guy thanks the Board for its commitment and support, as well as the volunteers for their dedication to programming.

8. Presentation by Stéphanie LeClair from the Alzheimer Society: programs and services.

Stéphanie LeClair and Anik Roy of the Alzheimer Society present the Alzheimer Society's new features and the programs and services they are able to offer to the community of West Nipissing, in partnership with the WNCHC.

Following the presentation, Guy mentioned that the short and medium-term goal is to integrate the Alzheimer's Society's modules into the WNCHC's Seniors Day Program to further meet local needs.

9. Financial Report

Report of the Auditors for 2017-18:

Dan Longlade of Collins Barrow, an accounting firm, explains the 2017-2018 financial report. A copy of the condensed financial statements has been printed for interested members.

Moved by: Luc Gaudreau

Seconded by: Dr Jean Anawati

THAT the Auditor's report for the fiscal year 2017-2018 be adopted as presented and accepted at the regular Board meeting of May 29, 2018.

CARRIED

10. Appointment of a firm of Auditors for 2018-2019

Lynne Gervais describes the procedure and steps that were followed to go to tender to choose an accounting firm. Lynne explains that Collins Barrow met each of the required criteria and that they were approved for a 5-year term at the 2017 AGM.

The board of directors recommends Collins Barrow's firm for the year 2018-19.

Moved by: Gayle Primeau

Seconded by: Lynne Gervais

THAT Collins Barrow be selected as auditors for the next fiscal year and under the terms of the contract as accepted. **CARRIED**

11. Elections (Appointment of a president of election).

Lynne Gervais is proposed to act as president of elections. She accepts.

11.1. Approval of Nominations

Lynne presents the nominations:

Nominations for board positions have been formally submitted in line with the policies and procedures.

Three applications were received to fill the three available positions.

ALL CANDIDATES ACCEPT

11.2. Election of the members of the Board of Directors

Lynne explains the nomination process for the elections of three (3) directors of the West Nipissing Community Health Center. There are three candidates in good standing for 3 vacancies. The 3 positions are for a three-year term;

The results are as follows:

Dan Roveda	elected by acclamation
Dr Jean Anawati	elected by acclamation
Susie Michaud	elected by acclamation

Moved by: Luc Gaudreau

Seconded by: Denis Allard

THAT the results of the elections to be accepted as presented. **CARRIED**

12. Questions

Dr. Jean Anawati is conducting the question period. There were no questions.

16. Adjournment

Guy Robichaud thanks the members for attending and invites them to a snack.

Moved by: Denis Allard

Supported by: Gayle Primeau

The meeting be adjourned at 7:41 pm **CARRIED**